



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: tdinubilo@hermosabch.org



Received By: CC
 Referred To: FIN
 Date Referred: 3-28-18

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print) David Freed via SmartProcure	Email: dfreed@smartprocure.com
Address: 700 W Hillsboro Blvd Suite 4-100	Phone: 954-420-9900 ext 592
City: Deerfield Beach FL 33441	Fax: 954-688-2505

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.** SmartProcure is submitting a public records request to the City of Hermosa Beach for any and all public records. The request is limited to readily available records without physically copying, scanning or printing pages. is acceptable. The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable. i.e.
2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line
6. Vendor ID number, name, address, contact person and their email address

Photocopies are \$0.10 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature [Signature] Date 03/28/2018

For Departmental Use Only:

Action Requested:	Action Taken:	By _____	Date _____
<input type="checkbox"/> Review Only	<input type="checkbox"/> Document Reviewed		<input type="checkbox"/> Non-Existent Document
<input type="checkbox"/> Copies Requested	<input type="checkbox"/> Copies Provided		<input type="checkbox"/> Other (Please Explain)
	<input type="checkbox"/> Refusal/Reason _____		

For City Clerk's Use Only:

Date Requestor Notified _____ **Notified By:** _____ **Date Picked Up or Mailed** _____

Lizanne Castillo

Subject: FW: SmartProcure Public Records Request City of Hermosa Beach For PO/Vendor Information
Attachments: City of Hermosa PRR form revised.pdf

From: David Freed [<mailto:dfreed@smartprocure.com>]
Sent: Wednesday, March 28, 2018 6:38 AM
To: Elaine Doerfling
Subject: SmartProcure Public Records Request City of Hermosa Beach For PO/Vendor Information

Dear Elaine or Custodian of Public Records,

SmartProcure is submitting a public records request to the City of Hermosa Beach for any and all purchasing records from 2017-12-21 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. I have attached the public records request form.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.com/?st=CA&org=CityOfHermosaBeach>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

David Freed
Data Acquisition Specialist
SmartProcure
Direct: [954-420-9900](tel:954-420-9900) ext: 592
Email: dfreed@smartprocure.com